



2003-2004 Public Involvement Evaluation Report



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I. Introduction

This report provides details and an evaluation of the Miami-Dade Metropolitan Planning Organization's (MPO) public outreach program for the base year October 1, 2003 to September 30, 2004. The MPO is committed to proactively involving the public in identifying and addressing transportation issues. The aim is to foster improved two-way communication and trust between the MPO and its customers. Although a Federal requirement, the MPO regards local participation to its transportation planning process as vital for the metropolitan area. Furthermore, the MPO feels that citizens of the County deserve the advantages of better transportation planning that can only be achieved with involving the public at a very early stage.



This policy ensures that public participation is an integral and effective part of the MPO activities and decisions are made with the benefit and consideration of important public perspectives. This policy provides a mechanism for bringing a broad range of diverse viewpoints and values into the MPO decision-making process. Early public involvement enables the MPO to make informed decisions, improve quality through collaborative efforts, and build mutual understanding and trust between the MPO and the public it serves. Effective transportation decision making depends upon understanding and properly addressing the unique needs of different socioeconomic groups. Ultimately, an efficient transportation system results in a cleaner environment which all south Floridians are dependent upon.

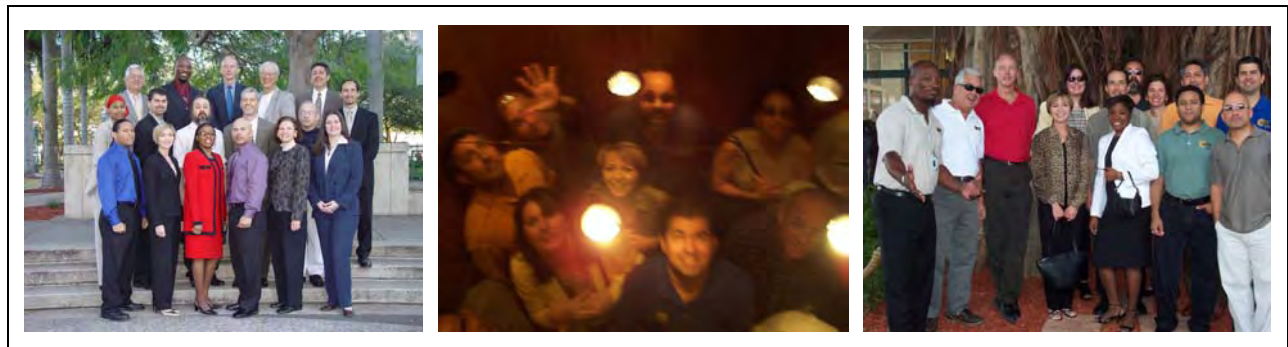


II. The Miami-Dade Metropolitan Planning Organization (MPO)

Legal Basis

The Federal Highway Act of 1962 created the federal requirement for urban transportation planning, and the planning of routes through and around urban areas. The Act mandated that all urbanized areas with a population of greater than 50,000 establish a continuing, cooperative, comprehensive, and coordinated (4-C) planning process in order to be eligible to receive funds from the U.S. Department of Transportation. The process was further formalized by the 1974 Federal Highway Act that requires the creation of a Metropolitan Planning Organization (MPO) for all areas required to have a 4C planning process.

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was signed into law. ISTEA extended the responsibilities of local governments by offering them a greater role to play in programming funds. Furthermore, the Act dictated Intermodal and multimodal approaches to transportation planning to meet mobility needs.



This approach includes a significantly enhanced role for the MPO, as the urban area forum for establishing transportation policy and for implementing this policy through the metropolitan planning and project selection process. The success of ISTEA resulted in a congressional reauthorization of this legislation. On May 22, 1998, the President of the United States signed into law the Transportation Equity Act for the 21st Century (TEA-21), which states that meaningful and effective public participation is essential to the successful implementation of any public planning program or project.

History

The MPO for the Miami Urbanized Area guides the transportation planning process in Miami-Dade County. The MPO was created as required under Section 163.01, Chapter 163, Florida Statutes, and established by Interlocal Agreement between Miami-Dade County and the Florida Department of Transportation (FDOT). The MPO Governing Board (MPO Board) is composed of twenty-two (22) voting members charged with making transportation planning decisions in the Urbanized Area with the assistance of technical recommendations and citizen comments.

The Governing Board includes: the (13) member Board of County Commissioners (BCC); an elected municipal official to represent municipal interests appointed by the Governor of Florida; a citizen who does not hold elective office and resides in the unincorporated area of Miami-Dade County; a member of the Miami-Dade County Expressway Authority; a member of the Miami-Dade County Public School Board; two nonvoting representatives from FDOT; and a representative from five municipalities with over fifty thousand (50,000) residents.



In performing its major functions, the MPO:

- Develops Long Range Transportation Plan (LRTP) for the urban area that specifies transportation improvements for at least a twenty-year horizon.
- Compiles and annually updates Transportation Improvement Program (TIP). The TIP lists projects selected from adopted LRTP to be implemented during a five-year cycle.
- Prepares the Unified Planning Work Program (UPWP), which outlines the planning projects that will assist in further defining the comprehensive and multimodal transportation plans for the area.

The following five committees advise the MPO: Transportation Planning Council (TPC); Citizens' Transportation Advisory Committee (CTAC); Bicycle/Pedestrian Advisory Committee (BPAC); Transportation Aesthetics Review Committee (TARC); and Freight Transportation Advisory Committee (FTAC).

III. Public Involvement Program

A Public Involvement Office (PIO) was created by the MPO in order to administer all public involvement strategies. Public involvement is an integral process that attempts to involve everyone in a community regardless of their race, income or status, and whether they will be affected positively or negatively by a future transportation project. The TEA-21 states that meaningful and effective public participation is essential to the successful implementation of any public planning program or project. In addition, TEA-21 identifies those components necessary for an effective public involvement process by calling for a “proactive public involvement process that provides complete information, timely public notice, full public access to key decisions and supports, and continuing public involvement in developing plans.”



These key elements of an effective public involvement process form the basis for public involvement in the Miami-Dade MPO's activities. Miami-Dade County's MPO public involvement procedures identify the goals of the public involvement process for transportation planning in the County as the distribution of information to the public regarding MPO transportation plans and programs, the consideration of comments, and incorporation of agreed upon modifications prior to adoption of transportation plans.

In an effort to efficiently reach out the different communities of Dade County, the MPO strives to speak the language the people speak hoping to enhance their ability to not only understand the plans, but also to participate in the transportation planning process. As a result, newsletters are translated into the three most spoken languages (English, Spanish, and Creole) within the County. Furthermore, in accordance with Miami-Dade's Communication Department and local radio and TV stations, MPO produces interviews in the three languages.

PIO Objectives

The following are the objectives of the PIO:

- 1) To develop effective citizen participation, by attracting a larger number of interested citizens and organizations that will provide decision-makers with reliable community input.
- 2) To arrive at adequate support for transportation related plans by providing timely and reliable information to the public.
- 3) To devise a process adapted to local circumstances.
- 4) To establish an adequate mechanism to evaluate, the openness, fairness, and responsiveness to the process.
- 5) To solicit informed public input to effectively develop transportation plans and programs.



Purpose of Public Participation

- 1) To build public knowledge about the process and issues.
- 2) To identify public concerns and values.
- 3) To gather information, develop consensus, resolve conflict, and Produce better decisions.
- 4) To gain the fresh perspective of empowered citizens which can lead to creative approaches agencies never thought possible.
- 5) To enhance the accountability of government decisions through increased opportunity for citizen participation.
- 6) To reduce later delays and costs from not having involved the public.
- 7) To build trust.

IV. Community Characteristics Project

In the Federal Highway Administration (FHWA) “Round 3” Certification Report for the Miami-Dade County Transportation Management Area submitted on September 2001, it was recommended that the MPO incorporate the Sociocultural Effects features in its planning process. To accomplish this effort and support the above outreach strategies, the Community Characteristics Project (CCP) was established and created.

The CCP is a web-based tool that enables Transportation Planners and Public Involvement Officers (PIO) to review the social, economic, and geographic characteristics of an area before public involvement (PI) outreach is initiated. The CCP is currently composed of three (3) segments: Web-based GIS system; Community Background Reports; and a “How to Reach Out to the Community” Guide. This tool facilitates PIO efforts to create an effective PI program and accomplish stated Title VI goals that will ultimately allow the identification of the attitudes and issues facing that particular community. PI strategies are modified according to community characteristics, such as, but not limited to, literacy rates, income levels, cultural composition, and religious affiliation. For example, if an area has a low literacy rate, it would be more effective to use audio and visual aids rather than to distribute brochures, handouts, and other reading materials. By utilizing the CCP, the PIO has access to this invaluable information to tailor its outreach approach accordingly.

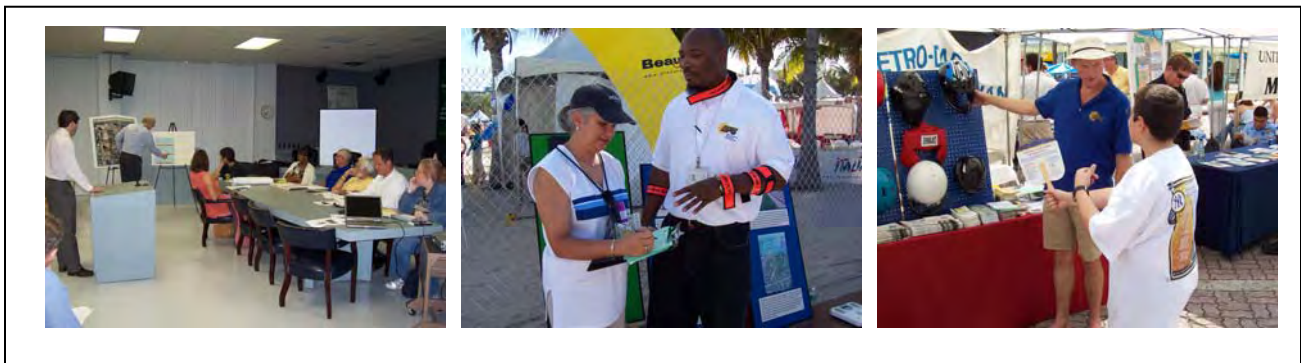


The MPO provided CCP training to staff and to all Community Transportation Forum Members during the year 2003-4. In addition, phases one (1) and two (2) of the CCP were completed by June 30, 2004. Finally, a written “scope of services” for phase three (3) of the CCP was drafted and the phase was launched by September 2004.

V. Public Involvement Evaluation and Methodology

When working with the citizens, it is important to determine whether public involvement (PI) activities are effective and making a difference in their transportation experience. It is for this reason that evaluation of the PIOs' activities is imperative. By continuously evaluating public involvement activities, the MPO is able to efficiently discontinue ineffective activities and improve or add new public involvement activities to the MPO program.

The MPO utilizes many public involvement tools to implement its public involvement program. There are numerous public involvement techniques, none of which can reach all segments of the study population alone. In order to have a successful public involvement outreach plan for a particular project, a combination of tools should be employed. Following is a listing and description of the various public involvement tools utilized with an evaluation matrix available at the end of the report:



Community Outreach Events

Community outreach events are an effective tool use by the PIO to ensure public participation in the developing of transportation plans and services. The MPO coordinates with various transportation agencies in the County along with the MPO Governing Board Members to take part in their outreach events in the community. The key to community outreach events, however, must be the MPO's willingness to go out and search for people or groups of people whose transportation needs might have been overlooked in the past. Presenting information at existing community meetings has been successful in extending to individuals who would otherwise not be attending a "transportation" meeting.

The MPO aimed at conducting twenty-four (24) community outreach events for the year 2003-04. However, by the end of the period, thirty (30) of those events were carried out by the



organization. Thus, allowing the MPO to improve on its original target by six (6).

Another essential task of the MPO staff is to verify that all evaluation forms from outreach events are completed and properly input by staff into the organization database within five (5) business days. The objective is to help enhance the organization's efficiency by gathering feedback on transportation issues and develop contacts, mailing lists, and other means of communication with a broader cross-section of the community. Staff maintained the required five (5) day criteria throughout the year. Following is a listing of the events attended by the MPO staff:

2003-04 Events Listing

| # | Name | Date | Location |
|----|--|------------|--------------------------------------|
| 1 | Orange Ribbon Day | 10/14/2003 | Jackie Gleason TOPA |
| 2 | Transportation Conference 2003 | 11/8/2003 | Hyatt Regency Hotel |
| 3 | Miami Lakes Bike Radio | 11/8/2003 | Don Shula Hotel |
| 4 | Bike and Ride Day | 11/14/2003 | Government Center |
| 5 | District 6 Annual Holiday Toy Drive and Party | 12/6/2003 | Jose Marti Park |
| 6 | Commissioner Moss's Open House | 12/20/2003 | 1634 NW 6th Avenue |
| 7 | University of Miami Career Day | 1/22/2004 | UM Breezeway |
| 8 | SIS Public Workshop | 1/23/2004 | Dade College |
| 9 | MDPD Animal Services Unit | 2/21/2004 | 10700 SW 211 Street |
| 10 | South Dade Immigrant Rights Fair | 2/28/2004 | 1350 SW 4th Street |
| 11 | Directors Meeting | 3/17/2004 | Renaissance at the Gables |
| 12 | The Department of Human Services Directors Meeting | 3/17/2004 | Renaissance at the Gables |
| 13 | Barry University Open House | 3/18/2004 | Barry University |
| 14 | Barry University Open House | 3/19/2004 | Barry University |
| 15 | Mickosoukee Indian Tribe Health Fair | 3/24/2004 | Mickosoukee Indian Tribe Reservation |
| 16 | Coral Gables Methodist Church Silver Club | 3/25/2004 | Coral Gables Methodist Church |



| # | Name | Date | Location |
|----|---|-----------|------------------------------------|
| 17 | Miami Beach Fitness Festival | 3/27/2004 | Ocean Drive |
| 18 | Directors Meeting for Department of Human Services | 4/2/2004 | 15910 NW 57 Avenue |
| 19 | St. Brendan High School Career Day | 4/2/2004 | St. Brendan High School |
| 20 | 8th Annual Miami Riverday | 4/10/2004 | SW 4 street and SW 4 Avenue |
| 21 | Orientation Resource/Club Fairs | 4/13/2004 | Graham Center Ballroom (FIU) |
| 22 | FIU Earth Day | 4/14/2004 | FIU Preserve |
| 23 | Neighborhood P.R.I.D.E. Week | 4/24/2004 | 3800 SW 137 Avenue |
| 24 | Men's Health Fair | 6/19/2004 | 16900 SW 100th Avenue |
| 25 | Commissioner Rebeca Sosa's Community Outreach Even | 7/8/2004 | Flamingo Shopping Plaza |
| 26 | The Shops at Sunset Mall | 7/13/2004 | Sunset Mall |
| 27 | Head Start Annual Training Conference | 8/9/2004 | Downtown Miami Hyatt Regency Hotel |
| 28 | Florida City/ Homestead Neighborhood Service Center | 8/24/2004 | Florida City |
| 29 | Jackson Memorial Hospital | 8/27/2004 | Jackson Hospital |
| 30 | Community Council Area 12 | 9/15/2004 | Kendall Branch Library |

Media Relations

The MPO works in close collaboration with various types of media to guarantee that two-way communication efforts penetrate all appropriate markets. For the year 2003-04, several multi-cultural media relation strategies and activities were planned and executed in an on-going effort to reach out to the communities with the spoken word. The objectives were for the MPO to reach out to different segment of the population, generate the public interest in the organization various projects, elicit responses from the public, and provide feedback or response to public inquiries.

The MPO produces materials in coordination with Miami-Dade TV, which maintains a cable television network that is part of basic cable service within the county. In addition to rolling message scripts, Miami-Dade TV broadcasts live regular and special MPO meetings, as well as short informative programs about the department activities or projects of interests.

The MPO attended thirteen (13) radio/TV interviews during the year 2003-04. Hence, enabling the organization to surpass its original target of producing nine (9) interviews for the period. Furthermore, Miami-Dade TV broadcasted five (5) CTAC meetings. Following is a listing of the thirteen (13) interviews broadcasted on local radio and TV stations:



2003-04 Media Events

| # | Name | Date | Location |
|----|---|-----------|----------------------------|
| 1 | LRTP/TIP | 2/7/2004 | 1020 AM Radio Carnivale |
| 2 | Long Range Transportation Plan | 2/8/2004 | Haitian Television Network |
| 3 | Metro Bus Routes | 3/6/2004 | 1020AM Radio Carnivale |
| 4 | MPO | 3/6/2004 | WQBA 1140 AM |
| 5 | Van Pooling | 4/20/2004 | Haitian Television Network |
| 6 | Introducing the MPO | 5/26/2004 | HOT 105.1 |
| 7 | Long Range Transportation Plan Workshop | 6/28/2004 | 710 AM |
| 8 | Citizens Transportation Guide Write-up | 6/30/2004 | Miami Herald |
| 9 | TPA workshops | 6/30/2004 | WQBA 1140 AM |
| 10 | Newspaper Article | 7/1/2004 | Coconut Grove Times |
| 11 | Long Range Transportation Plan Workshop | 7/6/2004 | Cox Radio |
| 12 | Long Range Transportation Plan Workshop | 7/8/2004 | Cox Radio |
| 13 | BayLink | 7/16/2004 | Panaramma Latin TV |

Public Service Announcements

PIO staff in coordination with Miami-Dade County's Communications Department coordinated a Public Service Announcement (PSA) Contest among all applicable colleges in Miami-Dade County. The purpose of the PSA contest was to both educate college students about the role of the MPO and to utilize their creativity to portray the MPO's Long Range Transportation Plan (LRTP) in 30-sec segments.

Thirty-four applications to participate were received from Miami-Dade Community College, Barry University, Florida Memorial College, and Johnson & Wales University. In the end, twelve students, all from Barry University, submitted PSAs for the contest. Judges rated the PSAs on creativity, clarity of information, audio and video quality, overall production values, presentation effectiveness, and if all required information was included. Kenia Bravo, Kevin Satterwhite, and Steven G. Weisman were selected as the winners. Once selected, winners translated their PSA into Spanish and Creole. As a result, the MPO exceeded their goal of two (2) PSAs for the year.

These individuals were honored at the Thursday, April 29, 2004 MPO Governing Board meeting where they received a plaque and a letter of commendation from Communications' Director Juan Mendieta. Each of their PSAs were aired on Miami-Dade TV for one month each beginning May.



Press Releases

Press releases were sent on a monthly basis to local media (newspaper, TV, and radio) to encourage public service announcements, and provide to the public information on specific issues being considered by the MPO or their committees. The objective of the PIO is to target articles and news ideas to media outlets based on their audience and appeal. Nine (9) press

releases were produced by the organization during the year 2003-04. Staff missed the goal of twelve (12) and looks to improve and meet the goal in the next year.

Newsletters

In an attempt to reach the greatest number of people and groups, newsletters are translated into Spanish and Creole and posted on the MPO website. Furthermore, copies are distributed through Miami-Dade library system and the nine (9) Team Metro offices. Team Metro is a decentralized network of offices for citizens to obtain information and services from throughout Miami-Dade County. Currently, the MPO Newsletter is the principal document, which is distributed within the community on a seasonal and annual basis. As such, it is one of the primary means through which individual citizens and community groups remain informed about MPO activities. Moreover, using the library system and the various Team Metro offices as a channel of distribution, the MPO is able to efficiently distribute its Newsletters in areas with high concentrations of low-income and/or minority population.

The MPO produced and distributed three (3) Seasonal Newsletters (Spring Fall, and Winter) to provide information concerning current and future MPO activities along with the “hot topic” of the quarter and were translated into Spanish and Creole. In all, 18,000 (6,000 per quarter) copies were produced during the Winter, Spring, and Fall of 2003-04.



In addition, 630,000 copies of an Annual Newsletter (Summer) was distributed. The Annual Newsletter focuses on a specific theme and provides an outline of the various transportation initiatives of the year. The table below provides a breakdown of the distribution along with the percentage of the Annual Newsletter for 2003-04 within the different communities of the County.

| Distribution & Percentage Breakdown of the 630,000 Annual Newsletters for 2003-04 | | |
|---|---------|--------|
| English | Spanish | Creole |
| 405,000 | 208,000 | 17,000 |
| 64% | 33% | 3% |

Public Involvement Database

MPO staff maintains a master database of all contacts, both business and public, on a continuous basis. The database is used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. It stores all correspondence from the public and contains an Agency List, a Citizen Request Section, and information on all Outreach Events. The Agency List consists of over 1,000 businesses and organizations that the PIO can draw from when organizing community outreach events. The Citizen Request Selection documents all citizens' contact with the MPO, including but not limited to, phone calls, emails, faxes, and comment cards. This section includes the citizen's contact information, method of contact, and their concern. In addition, the database is also use to record outreach events.



MPO staffs are responsible to track all correspondence that comes into the office. The organization has set an objective to increase the input of comments by 10% on a yearly basis. In an effort to generate a better understanding of the public preferred means of communication, the MPO requires its staffs to track the methods by which comments were received. The MPO has also established a protocol promoting prompt response to comments by maintaining a ten (10) day response rate policy to all questions and comments. The following table provides information on the number of comments entered per quarter, the different methods used by the public to contact the MPO, and information on how the public first heard about the organization.



MPO Database Statistics

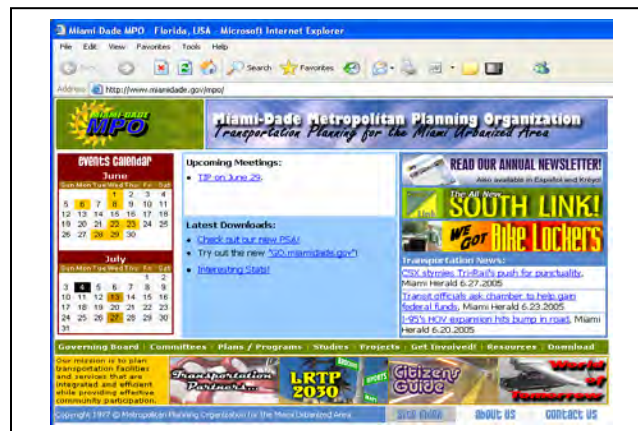
| DATES | 10/1/03-12/31/03 | 1/1/04-3/31/04 | 4/1/04-6/30/04 | 7/1/04-9/30/04 | TOTAL |
|----------------------------------|------------------|----------------|----------------|----------------|------------|
| Comments Entered: | | | | | |
| | 64 | 132 | 145 | 149 | 490 |
| Method of Contact: | | | | | |
| Email | 12 | 16 | 24 | 20 | 72 |
| Fax | | 2 | | | 2 |
| LRTP Workshop | | | | 22 | 22 |
| Mail | 4 | 2 | 39 | 17 | 62 |
| Outreach Event | 30 | 90 | 62 | 66 | 248 |
| Phone | 18 | 21 | 17 | 25 | 81 |
| Walk In | | 1 | 2 | | 3 |
| Heard about the MPO from: | | | | | |
| BPAC | | | | 1 | 1 |
| CTAC | 1 | 5 | | 4 | 10 |
| Email | 2 | | | 1 | 3 |
| Flyer | | | | 10 | 10 |
| Friend | | | | 2 | 2 |
| Miami-Dade Transit | 2 | | 2 | | 4 |
| MPO Newsletter | 3 | 1 | 50 | 20 | 74 |
| MPO Website | 12 | 15 | 14 | 17 | 58 |
| Newspaper Ad | | 1 | 4 | 23 | 28 |



| DATES | 10/1/03-12/31/03 | 1/1/04-3/31/04 | 4/1/04-6/30/04 | 7/1/04-9/30/04 | TOTAL |
|----------------------------------|------------------|----------------|----------------|----------------|-------|
| Heard about the MPO from: | | | | | |
| Other | 11 | 18 | 17 | 5 | 51 |
| Outreach Event | 33 | 91 | 56 | 65 | 245 |
| Radio Ad | | | 2 | 1 | 3 |
| TARC | | 1 | | | 1 |
| Outreach Events: | | | | | |
| | 1 | 11 | 7 | 6 | 25 |
| Media Events: | | | | | |
| | 0 | 5 | 5 | 4 | 14 |

Website

In August 1998 the website was established with the intent to create an interactive experience that provided user-friendly data and information about the various MPO related transportation functions and activities. The Website is a 24-hour accessible on-line with web address <http://www.miamidade.gov/mpo> where the community can immediately access calendars, members, interactive maps, links to related sites, general study information, and electronic versions of Newsletters, Unified Planning Work Program, Transportation Improvement Plan, and Long Range Transportation Plan.



The MPO has continuously focused on enhancing MPO website users by creating a user-friendly website. The organization has established the objective of increasing the MPO website hits from five (5%) to ten (10%) over 740,885 hits after this year.

Public Involvement Management Team

The Public Involvement Management Team (PIMT) was created to improve coordination and communication among agencies involved in transportation planning, programming, and operations. The PIMT consists of a coalition of Public Involvement Managers (PIMs) throughout Miami-Dade County who work together to share ideas and discuss strategies to reach out to the south Florida citizens. The PIMT seeks to build a consensus of support, create real understanding, and foster a climate of rational discussion and correct information. By bringing together the PIMs from all transportation agencies, Miami-Dade County seeks to enhance its ability to market its County's transportation programs and plans to its citizens. Six (6) PIMT meetings were coordinated by the MPO during 2003-04.



Citizens' Transportation Advisory Committee

The MPO's Citizens Transportation Advisory Committee (CTAC) was created in 1983 as a result of a Federal mandate and provides a forum for citizens to become involved in the transportation planning process. The CTAC consists of a group of 44 citizens who advise the Metropolitan Planning Organization (MPO) Governing Board and the Board of County Commissioners (BCC) on all transportation related projects within Miami-Dade County. CTAC evaluates the recommendations generated during the development of the MPO's transportation plans, and serves as a forum to raise issues pertinent to the process. One of the CTAC's main responsibilities is to ensure that proposed transportation projects are responsive to the community's perceived needs and goals.



Staff prepared agendas, back-up information, minutes, and follow-up reports for twenty-four (24) full and subcommittee meetings and twenty-two (22) Resolutions as a result of the meeting proceedings. The following Resolutions were adopted and disseminated to the appropriate agencies for action:

Citizens Transportation Advisory Committee Resolutions

| RESO NO. | RESOLUTION | DATE ADOPTED | ACTION TAKEN |
|------------|--|--------------|---|
| CTAC 20-03 | Resolution requesting Miami Dade Transit to revisit the unsignalized intersections for Phase II of the South Dade Busway | 10/29/03 | Resolution submitted to Miami-Dade transit. |
| CTAC 21-03 | Resolution recommending approval of the 2003 Transit Development Plan (TDP) | 12/10/03 | Resolution submitted to Miami-Dade transit. |
| CTAC 1-04 | Resolution encouraging the Public Works department to move forward with the traffic loop detection repair contract as soon as possible and practical | 1/28/04 | Resolution submitted to public works. |
| CTAC 2-04 | Resolution supporting the continuance of the Special Transportation Services (STS) Oversight Task Force and requesting the bcc appoint a CTAC member to this committee | 1/28/04 | Resolution submitted to the board of county commissioners. |
| CTAC 3-04 | Resolution recognizing Ms. Stephanie Cohan for her outstanding performance and support to the Citizens' Transportation Advisory Committee | 1/28/04 | Resolution was awarded to ms. Cohan during the April 28, 2004 CTAC meeting |
| CTAC 4-04 | Resolution recommending the MPO Governing Board adopt and move forward the Okeechobee Road (US 27/SR 25) Action Plan for further study | 3/31/04 | Resolution submitted to the MPO governing board, MPO LRTP Project manager, and FDOT |
| CTAC 5-04 | Resolution recommending the Public Works department and the citizens residing in the area of SW 82 Avenue to continue to meet to discuss the issues facing the opening of SW 82 Avenue and to agree upon mutual beneficial solutions | 3/31/04 | Resolution submitted to the MPO governing board, public works, and the SW 82 nd avenue residents |
| CTAC 6-04 | Resolution requesting the Board of County Commissioners to waive the dual office holding ordinance "sec. 2-11.38 membership on boards" for CTAC members thereby permitting a CTAC member to serve simultaneously on other county boards relating to transportation | 3/31/04 | Resolution submitted to the board of county commissioners. |
| CTAC 7-04 | Resolution recognizing and commending Mr. Maurice Gan for his time, effort, and many contributions he has made over the years to the Citizens' Transportation Advisory Committee | 3/31/04 | Resolution was awarded to Mr. Gan during the April 28, 2004 CTAC meeting |



| RESO NO. | RESOLUTION | DATE ADOPTED | ACTION TAKEN |
|------------|---|--------------|--|
| CTAC 8-04 | Resolution recognizing and commending Mr. Frank Hernandez for his time, effort, and many contributions he has made during his tenure as chairperson for the Citizens' Transportation Advisory Committee | 3/31/04 | Resolution was awarded to Mr. Hernandez during the April 28, 2004 CTAC meeting |
| CTAC 9-04 | Resolution recommending the MPO Governing Board adopt the FY 2004-2005 Unified Planning Work Program | 4/28/04 | Resolution submitted to the MPO governing board during their April 29, 2004 meeting |
| CTAC 10-04 | Resolution supporting state senator Steve Geller's legislation penalizing drivers that jump in line in front of other drivers and recommending the Miami-Dade delegates to the state house of representatives and senate support this legislation | 4/28/04 | Resolution submitted to the MPO governing board during their April 29, 2004 meeting and to senator Geller on may 3, 2004 |
| CTAC 11-04 | Resolution supporting State Representative Ken Sorenson's legislation to strengthen the current statues regarding slower traffic must stay right in free flowing traffic conditions allowing drivers to pass in the left lane and that appropriate signage is erected to inform motorists of this law | 4/28/04 | Resolution submitted to the MPO governing board during their April 29, 2004 meeting and to representative Sorenson on may 3, 2004 |
| CTAC 12-04 | Resolution reaffirming the public's commitment by its vote supporting the half cent transportation tax and administration of that tax by the Citizens Independent Transportation Trust and discouraging any attempt to remove that power from this independent trust | 4/28/04 | Resolution submitted to the MPO governing board during their April 29, 2004 meeting and the board of county commissioners' transportation committee on may 20, 2004. |
| CTAC 13-04 | Resolution recommending the MPO Governing Board approve the 2004 Transit Development Plan (TDP) | 5/26/04 | Resolution submitted to the MPO governing board during their may 27, 2004 meeting and MDT. |
| CTAC 14-04 | Resolution recommending approval of the 2005-2009 Transportation Improvement Program (tip) and certifying compliance with the Clean Air Act Amendment of 1990 | 5/26/04 | Resolution submitted to the MPO governing board during their may 27, 2004 meeting and the tip pm. |
| CTAC 15-04 | Resolution thanking Commissioner Moss for withdrawing his proposed ordinance to change the powers of the Citizens' Independent Transportation Trust (CITT) in initiating any changes to or additions of the People's Transportation Plan (PTP) and requesting CTAC participate in reviewing and providing recommendations for changes | 5/26/04 | Resolution submitted to the MPO governing board during their may 27, 2004 meeting and the OCITT. |



| RESO NO. | RESOLUTION | DATE ADOPTED | ACTION TAKEN |
|------------|--|--------------|--|
| CTAC 16-04 | Resolution congratulating Mr. Michael Moore for his appointment as the Martin County MPO Director and recognizing him for his time, effort, and many contributions he has made over the years to the Citizens' Transportation Advisory Committee | 5/26/04 | Resolution submitted to the MPO governing board during their may 27, 2004 meeting and Mr. Moore. |
| CTAC 17-04 | Resolution requesting the Citizens Independent Transportation Trust (CITT) hold its meetings in the evenings to ensure adequate citizen participation | 6/30/04 | Resolution tabled in lieu of a letter to the CITT chair from the CTAC chair. |
| CTAC 18-04 | Resolution supporting the implementation of the Miami-Dade Transit Consumer Information Network (CIN) that will upgrade the current telephone system and recommending the hiring of additional staff to handle the increase in service | 6/30/04 | Resolution submitted to MDT for support and consideration. |
| CTAC 19-04 | Resolution recommending the Florida Department of Transportation (FDOT) allow the Miami-Dade Metropolitan Planning Organization (MPO) to utilize federal funds to purchase refreshments and promotional items | 6/30/04 | Resolution submitted to the FDOT for consideration. |
| CTAC 20-04 | Resolution recommending the Metropolitan Planning Organization (MPO) Governing Board approve a study requested by the Citizens Independent Transportation Trust (CITT), through the Unified Planning Work Program (UPWP), to determine if there are benefits in utilizing "school flashing lights" for safety at school crossings | 8/25/04 | Resolution was submitted to the Transportation Planning Council (TPC) during their September 20, 2004 meeting for consideration. |
| CTAC 21-04 | Resolution requesting that the Metropolitan Planning Organization (MPO) Governing Board support CTAC's request to the Board of County Commissioners (BCC) to review the current Miami-Dade Transit (MDT) bus shelter contract and make modifications to the contract to include slim line bus shelters, where appropriate, to avoid delays in the installation process | 9/22/04 | Resolution was submitted to the MPO Governing Board during their October 21, 2004 meeting. |
| CTAC 22-04 | Resolution requesting that the Metropolitan Planning Organization (MPO) Governing Board support CTAC's request to the Board of County Commissioners (BCC) to ensure that the installation of bus shelters is not driven by the potential for high advertising visibility, but wherever mass transit ridership exists | 9/22/04 | Resolution was submitted to the MPO Governing Board during their October 21, 2004 meeting. |



VI. Public Involvement General Outreach Evaluation Form

| Tool | Task | Target | Description | 10/1/03 to 9/30/04 (Base Year) | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 |
|----------------------------------|--|---------------|---|--------------------------------------|-----------------------|-----------------------|
| Community Outreach Events | Conduct Community Outreach Events | 24 | Coordinate with the local transportation agencies and MPO Board Members to participate in their outreach events in the community | 30 | | |
| | Input MPO Outreach Events in Database | Within 5 days | Verify that community outreach event evaluation forms are complete and properly record in database | 100% | | |
| Media Relations | Produce and Air MPO materials on Radio and TV Stations | 9 | Work with Miami-Dade County Communications Department and local radio and TV stations to produce interviews in English, Spanish, and Creole | 13 | | |
| | Produce and air Public Service Announcements (PSAs) in English, Spanish and Creole | 2 | Work with MDTV along with local Colleges and High Schools to produce Public Service Announcements (PSAs) and educate the public about MPO and the transportation system | 3 | | |
| | Press Releases | 12 | Produce and distribute one (1) Press Release per month for all major MPO activities | 9 | | |



| Tool | Task | Target | Description | 10/1/03 to 9/30/04 (Base Year) | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 |
|-------------|------------------------------------|---|--|---|--------------------|--------------------|
| Newsletters | Produce Three Seasonal Newsletters | a) Distribute 6,000 copies each for a total of 18,000 copies b) Translate newsletter into Spanish and Creole | Develop a Winter, Spring, and Fall newsletter to coincide with the “hot topic” of the quarter | a) 18,000 copies b) Translated all to Spanish and Creole | | |
| | Produce an Annual Newsletter | a) Increase distribution by 5% yearly b) Translate the newsletter into Spanish and Creole | Prepare the Annual Newsletter which should have a theme and a year in review of various transportation initiatives | a) 600,000 b) Translated into Spanish and Creole | | |
| | Post Newsletters on MPO Website | 100% | Update website to reflect latest Newsletters and up-to-date information | 100% | | |



| Tool | Task | Target | Description | 10/1/03 to 9/30/04 (Base Year) | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 |
|------------------------------------|--|-----------------------------------|--|---------------------------------------|-----------------------|-----------------------|
| Public Involvement Database | Input comments into MPO Database | Increase by 10% Yearly | Track all correspondence that comes into the office | 490 | | |
| | Track how comments were Received | 100% | Email: Mail: Phone: Fax: Outreach Event: LRTP Workshop: Walk In: | 73 62 81 2 248 21 3 | | |
| | Establish a protocol promoting prompt response to comments | Maintain 10 Day Response Rate | Take comment cards to outreach events and input information from the public into the database and respond in a timely manner | 100% | | |
| Website | Enhance MPO Website users' experience by creating a more user friendly Website | Increase Website Hits by 5 to 10% | Continue to advertise MPO program and making it easier for citizens to efficiently access information | 740,855 | | |



| Tool | Task | Target | Description | 10/1/03 to 9/30/04 (Base Year) | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 |
|---|--|-------------|--|--------------------------------------|-----------------------|-----------------------|
| Public Involvement Management Team (PIMT) | Coordinate quarterly PIMT meetings | Quarterly | Coordinate PIMT meetings to discuss transportation issues with various transportation agencies | 6 | | |
| Citizens' Transportation Advisory Committee (CTAC) | Prepare CTAC Materials and Minutes | 22 Meetings | a) Develop agendas, resolutions and back-up information for each item on agenda b) Prepare Minutes and follow up reports after each meeting and ensure pending issues are addressed c) Respond to all telephone calls and e-mail inquiries regarding agenda items within 1 business day d) Response to/acknowledge all written correspondence regarding agenda items within three business days | 24 | | |
| | Track all Resolutions | 100% | Follow-up on all CTAC Resolutions by ensuring that the appropriate agencies affected by the Resolutions take action and that their responses are communicated back to the Committee in a timely manner | 100% | | |